

## **MADISON CITY PLAN COMMISSION**

### **Building Permit Checklist**

**Submittal Date:** \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone #: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Project Address: \_\_\_\_\_

Please check as applies to your project:

Residential	_____	Commercial	_____		
New	_____	House	_____	Accessory Bldg.	_____
Signage	_____	Addition	_____	Remodel	_____
Remodel	_____	Interior	_____	Exterior	_____

**Construction Cost** \_\_\_\_\_

For commercial projects (if applicable) – Construction Design Release as issued by the Dept. of Homeland Security – Building Division. (Submit to Plan Commission office with this checklist)

**Attach** to this application a complete list of **all** contractors on this project. In accordance with Ordinance 2008-25 all contractors **must** be registered with the City of Madison and provide this office with current Certificate of Liability insurance. This includes the general contractor & all subcontractors.

***One page for each of the following to be submitted on minimum paper size of 24-in. x 18-in.***

\_\_\_\_\_ Site Plan (setbacks from **all four** property lines & utility locates)  
\_\_\_\_\_ Elevations  
\_\_\_\_\_ Footer or Foundation Plan  
\_\_\_\_\_ Framing Plan  
\_\_\_\_\_ Electrical Plan  
\_\_\_\_\_ Plumbing Plan  
\_\_\_\_\_ HVAC Plan

*The following to be completed by Plan Commission:*

\_\_\_\_\_ Zoning (Provided by Plan Commission office)  
\_\_\_\_\_ Sewer or septic (If septic, need Jefferson Co. Health Dept. approval)  
\_\_\_\_\_ Contractor registration & insurance verified

Reviewed By: \_\_\_\_\_

(Building Inspector)

Approval Date: \_\_\_\_\_

Notes:

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